



CITY OF ADA
A Municipal Corporation

Shelly Williams, PE
Engineering Department
231 South Townsend
Ada, Oklahoma 74820-6443
580-436-6300 Ext. 224

May 8, 2025

RE: Request for Qualifications for engineering/architect services required for the Master Planning of Wintersmith Park. Design should consider construction within the floodplain to ensure longevity of investment.

The City of Ada is seeking to contract with a professional engineering or architect firm to provide master planning services for Wintersmith Park in Ada Oklahoma. Once a master plan is accepted by the City of Ada, subsequent design task orders, including construction documents may be included. Master planning should include playground areas, picnic areas, covered seating for splash pad, walking trails, pedestrian bridge and miniature golf course. Planning should also consider the best and most creative uses of terrain and erosion control measures to provide adequate drainage of proposed areas.

If your firm is interested in providing these services, please respond to the enclosed Request for Qualifications (RFQ) no later than May 29, 2025. Following a review of qualifications by city staff, a consultant may be selected to perform the requested services. However, the City of Ada reserves the right to request one or more firms to make brief presentations for further evaluation in the selection.

A contract may or may not be negotiated because of this process. The final determination and approval of any contract shall be at the discretion of the City of Ada.

Respectfully Submitted,

Shelly Williams, PE
Engineering Project Manager

CC: Tommy Eaton, Interim City Manager
Frank Stout, City Attorney
Angie Stout, Assistant City Manager
Shelly Williams, PE, Engineering Project Manager
Project File – Wintersmith Dam

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

For

Preparation of a Master Plan and potential subsequent design and construction documents for the

Wintersmith Park Playground Area and Miniature Golf Wintersmith Park, Ada OK

Date: May 8, 2025

Subject: Request for Qualifications to prepare a Master Plan for Wintersmith Park should include playground areas, picnic areas, covered seating for splash pad, walking trails, pedestrian bridge and miniature golf course. Planning should consider the best and most creative uses of terrain and erosion control measures to provide adequate drainage of proposed areas of improvement.

Due Date: **Qualification proposals are due by May 29, 2025 at 2:00 pm:**

Shelly Williams, P.E.
City of Ada Engineering Department
231 South Townsend
Ada, OK 74820-6443

Questions: All questions regarding this Request for Qualifications should be made via email only prior to May 22nd, 2025.

Shelly Williams, PE
Shelly.williams@adaok.com

PROJECT INTRODUCTION:

The City of Ada is proposing improvements to Wintersmith Park. The park is a widely used area for residents and visitors. Flooding has caused considerable degradation to the existing miniature golf course as well as swing sets and playground areas. Vegetation growth is difficult under tree canopy which adds to the run-off and erosion.

The City of Ada would like to install new playground equipment with the use of creative erosion control devices to accommodate water from playground areas and golf course to extend the life of the investment. The plan should also include splash pad, picnic areas, covered seating for splash pad, walking trails and pedestrian bridges to provide connectivity within the park.

CONSULTANT SERVICES:

The City of Ada is seeking an experienced and professional team of consultants capable of performing but not be limited to the requirements and key elements as outlined below:

1. Provide Master Planning layouts and documents.
2. Master plan should include miniature golf course, splash pad, picnic areas, covered seating for splash pad, walking trails, pedestrian bridge and playground areas at a minimum.
3. Show consideration of drainage issues with engineered solution options. A topographic survey has been conducted and will not be required.
4. Have ability to provide engineered construction plans and documents based on subsequent design requests.

Note: All consultants must have a minimum of \$1,000,000.00 in Professional Liability Insurance to be considered and shall include a copy of insurance in the submitted proposal. The successful proposer must be able to include the City of Ada as an additional insured to the Professional Liability Insurance.

PROFESSIONAL QUALIFICATIONS:

Consultants must be knowledgeable of federal, state and local regulations, standards, policies, procedures and funding programs and be able to demonstrate experience in providing similar engineering and design services for a municipality of comparable size and complexity. To be eligible to submit a proposal for the work, consultants must meet the following minimum requirements:

1. Must have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
2. Must have engineering and design experience directly relating to park development.
3. Must have adequate experience and staff to perform the work required. Consultant's staff must be qualified to conduct all necessary engineering work and written documents, including graphics.
4. Must have adequate numbers of qualified personnel to accomplish the work and meet the required time schedule and established budget for the work.

CONSULTANT RESPONSIBILITIES:

1. The Consultant shall be considerate of the City's needs and desires relative to the development of this project.
2. The Consultant must be capable of taking a conceptual idea(s) and desires of the City of Ada and prepare final design and construction documents to include plans and specifications.
3. The Consultant shall be experienced in performing public presentations to all governing bodies involved in the project.
4. The Consultant should be able to deliver any subsequent designs plans for a construction project on time and within the budget determined for the project scope to be defined (Provide examples of demonstration in submitted proposal).

CITY OF ADA RESPONSIBILITIES:

1. Provide all materials available to the proposers in relation to this project.
2. Provide any additional information that may be requested by proposer to the extent available.
3. Issue clarifications to the RFQ or Rejection of the RFQ.
4. Appoint evaluation committees to review proposals.
5. Prepare short list of firms the City of Ada deems adequate to perform the services described herein.
6. Negotiate with any, all, or none of the proposers.
7. Award a contract to one or more of the proposers.

The issuance of this RFQ will not commit the City of Ada to enter a contract or reimburse any or all costs associated and or incurred in the development of proposals.

QUALIFICATION & SELECTION CRITERIA:

1. Understanding of the project scope and approach
2. Ability to complete the project on time and within budget.
3. Specialized experience and technical competence of the firm with respect to the type of professional services required.
4. Past record of performance of the firm regarding control of costs, quality of work, and ability to meet schedules and deadlines.
5. Qualifications and experience of the firm and supporting staff.
6. Completeness and quality of proposal.
7. Knowledge of City Ada infrastructure.

Each proposal is to be delivered to the attention of Shelly Williams, P.E., City of Ada at 231 S. Townsend, Ada, OK 74820 by May 29, 2025, no later than 2:00 p.m. A non-responsive or incomplete proposal will not be considered.

Proposals shall be submitted electronically in addition to three (3) hard copies. Please submit your electronic copy by email to shelly.williams@adaok.com.

GENERAL FORMAT OF PROPOSAL:

The Proposal shall include at a minimum the following considerations:

1. The firm's general qualifications.
2. Specific qualifications that would make the firm especially suited for this project.
3. A listing of recent projects completed by the firm to include:
 - a. Type of professional, environmental, construction, and management services provided.
 - b. Time to complete project.
 - c. Any other information relevant to success of project(s).
4. A statement of the approach demonstrating an understanding of the scope of services, and a detailed description of the work to include the planned approach and milestones to be performed by the firm to accomplish a complete and final product.
5. Identification and background of design team (Principals, Engineers, and support staff) who will work on the project and the firm's capabilities and experience. The Proposal shall include a list of major similar projects in which the firm has participated (either in a lead or support role). The Proposer must submit a description of each firm or persons and the work to be done by each sub consultant.

6. Statement and references of current and past municipal clients with similar type project(s)

DO NOT INCLUDE PRICE INFORMATION IN YOUR SUBMITTAL. Selection of a firm to be included on the On-Call List will be based on qualifications. Consultant's fees and costs will be negotiated at the time work is issued to a selected firm.

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true:

Printed Name

Signature

Title

Date

PROPOSER CONTACT INFORMATION:

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

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